



DESIGN REVIEW

SUBMITTAL CHECKLIST

PLANS

- Site Plan (Showing dimensions of property and location of existing structures, parking, driveways, site lighting, landscaping and proposed structures)
- Perspective Drawings
- Landscape Plan (Using common plant names)
- Elevation Plan (Showing elevations of proposed buildings or other project features)
- Sign Plan (Showing location, size, design, material, color, lettering style and method of illumination for all outdoor signs. A general signage program is desired, but not required unless located within a historic district.)

DOCUMENTS

- Signed and Dated Application Form
- Narrative – Describing how project meets [Downtown Design Guidelines](#).
- If the site is located within a [Heritage Overlay District](#), address the applicable portions of VMC [20.510](#).
 - Projects in District 1 must show compliance with guidelines in VMC [20.510.020.A](#)
 - Projects in District 2 must show compliance with guidelines in VMC [20.510.020.B](#)

SAMPLES

- Samples of Building Materials (Cut-sheets of bricks, wood, roofing materials, awning fabric, window and siding)
- Paint Samples / Paint Colors of all proposed exterior colors

NOTE:

1. Additional material(s) related to the unique or special nature of your project may be requested by staff.
2. Please contact the planning department to work with a case manager for sites located in the [Design Review Area](#).